

STANDARD FORM NO. 64

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 10 September 1957

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report #37, 4 September - 10 September 1957

1. Significant Items:

Nothing to report.

2. Other Activities:

a. The first week of Intelligence Orientation #13 ended on Friday, 6 September.

b. Work on the new DDS Exhibit will be completed in time for its initial presentation from 13:30 to 15:00 Thursday, 12 September. Because this is a pilot running, the publicity for this showing has been kept to a minimum so that any rough edges can be ironed out and the exhibitors can practice their lines before the Exhibit is made available to the Agency as a whole.

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c. On the afternoon of Monday, 9 September the auditorium was surrendered to Mr. Allen Dulles et al for a briefing to students of the National War College. ~~and the Industrial College of the Armed Forces.~~ Advance scheduling and judicious assignment of rooms allowed the Intelligence Orientation Course to proceed smoothly.

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d. [ ] conferred with [ ] concerning plans for the proposed special course for support employees of OTR.

e. The fire evacuation plan for Intelligence Orientation students was completely revised during the first week.

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3. Personnel Notes:

a. [ ] is on maternity leave beginning Monday, 9 September.

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